



CITY OF ATLANTA

Job Announcement

INFORMATION SYSTEMS MANAGER

STARTING SALARY: \$45,902

Salary Grade: 23

Applications Accepted From: March 6, 2006 until Vacancy is filled

Minimum Job Requirements*

Applicants for this position must have a Bachelor's degree in Computer Science, Information Systems, or a related field and three years of progressively responsible computer operation, network information systems, data base design, or programming experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Duties of the Job:

This employee has the following duties and responsibilities: supervising staff; coordinating workflow; establishing guidelines and programs for effective information technology management within the Bureau; directing technical planning work; maintaining the division's hardware and software systems; developing information technology training programs for Bureau employees; responsible for establishing and maintaining a user support/help desk for employees of the Bureau; performing cost analysis and forecasting; assisting in the development of operating budgets as it relates to information technology; recommending computer hardware/software for purchase; developing and recommending information systems policies, standards and procedures.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position.

Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification required prior to appointment.